

RISK CONTROL SUPERVISOR

POSITION SUMMARY: This is a professional position that is responsible for work relating to safety of employees and the public and risk control on City property, grounds, facilities, and at worksites. The risk control supervisor develops, evaluates, and manages safety programs in coordination with departments; acts as a liaison and resource to staff and departments; serves as the City's safety representative; and leads, directs, and coordinates training programs as it relates to safety. This position is responsible to lead safe work practices and ensure work throughout the City is performed in accordance and compliance with federal, state, and local safety laws, rules, and regulations.

SUPERVISION RECEIVED: Work is performed under the supervision of the Director of Human Resources.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the Director of Human Resources to establish priorities, develop department plans and goals, coordinate activities, and implement projects.
2. Develop and implement safety programs, policies, and initiatives in accordance with OSHA/MIOSHA regulations, guidance from other federal or state regulatory agencies, and safety and health best practices to ensure and improve workplace safety as they relate to specific departments. Review and update policies and standard operating procedures and conduct trainings and inspections to ensure appropriate implementation of programs.
3. Evaluate and refine existing safety and health training programs and develop new programs in accordance with OSHA/MIOSHA and other regulatory agency guidelines; coordinate, implement, and conduct trainings.
4. Review and develop short- and long-term strategic risk and safety plans. Work cooperatively with department heads, supervisors, and staff to address departments' needs and concerns.
5. Perform workplace, worksite, workstation, ergonomic, uniform, personal protective equipment (PPE), and compliance inspections, audits, testing, and analyses. Audit database of building and facility chemicals; train departments on use of electronic safety data sheet and chemical/hazardous material maintenance program. Ensure compliance with state and federal safety regulations; recommend and implement corrective action as necessary.
6. Lead or serve as a member and/or staff liaison to various employee or professional committees, including the Michigan Municipal Risk Management Association and the City's Accident Review Board and safety committees. Attend and present at meetings as required.
7. Compile and analyze risk data, prepare reports related to budget, training, safety, and risk management performance metrics in order to identify, analyze, evaluate, and treat risk. Prepare and present annual budget in accordance with the established budget, policy, and purchasing procedures.

8. Review, analyze, and administer OSHA/MIOSHA and other state and federal regulations; ensure compliance. Monitor regulatory changes and implement modifications to safety programs and policies as needed. Complete associated documentation, reports, and logs; securely maintain required records.
9. Work professionally with regulatory officials, employees, and the public. Represent the City in safety and health inspections by state or federal agencies.
10. Develop and maintain policies, processes, and procedures to ensure compliance with the Federal Motor Carriers Safety Act; complete audits, communicate changes, and provide direction to departments. Coordinate and administer federal Commercial Driver's License random alcohol and drug testing program.
11. Record accidents, incidents, work related injuries and illnesses, and complaints; timely investigate and propose corrective action plans as appropriate. Interpret safety laws, write and review required programs, and ensure appropriate administration of bloodborne pathogen, exposure, and infectious disease control plans. Complete and submit the OSHA 300 log; file other state and federal reports and notices as required by law.
12. May assist departments with reviewing liability claims; work cooperatively with the City's risk management and insurance agency.
13. Prepare, review, and maintain emergency response plans, such as severe weather emergency procedures, for the City and individual departments. Distribute plans in preparation for emergency situations. Coordinate and conduct emergency drills and training.
14. Provide advice, coaching, and guidance; promote continuous improvement; identify and work to reduce injuries, work process, and vehicle incidents. Act as a mentor as it relates to safety and risk to all City employees. Serve as a resource to departments. Promote and model a safe and healthy culture.
15. Review departments' supply of PPE and advise of appropriate levels; and assist in sourcing and obtaining suitable quantity and quality of PPE.
16. Stay abreast of new technology, developments, and relevant trends, techniques, and regulations in the safety and health and risk management fields. Obtain education and training as necessary through continued education, conferences, and professional growth opportunities.
17. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in occupational safety and health, industrial hygiene, risk management, process safety management, public administration, or a related degree, and progressively responsible work experience in a safety or risk leadership role.
- B. Obtain and maintain Certified Safety Professional (CSP) certification, CPR certification, and any other licenses or certifications required for the position.

- C. Possess a valid Michigan motor vehicle operator's license.
- D. Thorough knowledge of applicable state and federal safety and health regulations, including but not limited to OSHA/MIOSHA. Ability to quickly learn and interpret federal DOT regulations.
- E. Knowledge of principles, theories, and practices of employee and workplace safety and training methods and techniques.
- F. Ability to recognize risk and correct workplace safety and health hazards.
- G. Knowledge of effective accident investigation procedures and practices.
- H. Ability to travel daily to various worksites and locations, including City facilities and grounds as well as trainings and conferences both in and out of state.
- I. Knowledge of professional public management techniques involved in budgeting, safety, employee relations, and project management.
- J. Ability to critically assess situations, make recommendations, solve problems, coordinate associated resources, and work effectively and efficiently under stress, within deadlines, and with changing work priorities.
- K. Ability to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with elected officials, boards and commissions, supervisors, employees, vendors, volunteers, other organizations, and the public.
- L. Ability to communicate and present information effectively one-on-one and to small and large groups, in verbal and written form to varied audiences.
- M. Possesses excellent organizational skill and the ability to prioritize a variety of responsibilities.
- N. Ability to work as a team member and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- O. Ability to gather and analyze data to prepare accurate and timely reports, memoranda, and letters; ability to reason logically and draw valid conclusions.
- P. Demonstrates proficiency in the use of information technology, including software applications related to areas of responsibility, and the ability to quickly learn other technology as necessary.
- Q. Ability to work any shift and schedule as necessary in response to needs of departments and their hours of operation.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is frequently required to stand or sit; use hands to finger, handle, or feel; and to reach with hands and arms. The employee must frequently lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in a business office setting and in the field. The noise level in the work environment ranges from quiet in the office to noisy in field. While working in the field, circumstances may occur that may be strenuous and may involve working with bio-hazardous and/or hazardous materials or systems and require the donning of appropriate protective gear. The employee may be exposed to uncontrollable environments and circumstances, which may include working around confined spaces, near mechanical equipment, near excavations and roadways, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations.

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